

B-9: Local Sales Manager

Date of Hire: 06/14/2010

Referral Source of Hiree: Word of Mouth

of Interviewees for position and
Referral sources of interviewees 3

Word of Mouth
Employee Referral
Employee Referral



EEO Check List

Position: LOCAL SALES Manager

Open date 5/28/2010 Close date _____

Responsibility	Description	Date	Initials
Kimberly Taylor	Received notice of opening	5/28/10	KT
Kimberly Taylor	Prepare open file	5/28/10	KT
Department Head	Complete ad placement form	✓	KT
Freddie Milton	Mail referral letters & email station Webmaster & Corp. Webmaster to post on-line	✓	
Freddie Milton	Post opening on internally (Bulletin Boards)	✓	KT
Brent Booth	Post on station web site	✓	KT
Maggie Staneki	Post on Corporate Web Site	✓	KT
Freddie Milton	Return completed ad placement form with copy of all ads placed attached to EEO Coordinator	✓	KT
Interviewer	Ensure all candidates interviewed complete application & candidate profile form	✓	KT
Interviewer	Select candidate / review w/GM	✓	KT
Interviewer	Complete applicant recruiting summary	✓	KT
Interviewer	Notify candidate	✓	KT
Interviewer	Review File w/Department Head	✓	KT
Interviewer	Return closed EEO file which includes all resumes and applications to Kathleen	✓	KT
Karen Wills	Review file	✓	KT
Kimberly Taylor	Close file	✓	KT
Freddie	Add info to current Public File Report		
Freddie Milton	Remove job description posting from bulletin board & return to Kim to place in EEO file		



NEWPORT TELEVISION
WPTY/WLMT/WJKT

LOCAL SALES MANAGER

ABC 24/ CW 30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus.
Send resume to:

Newport Television
Attn: Laura Lovejoy, Director of Sales
2701 Union Ave. Ext
Memphis, TN. 38112

Email: llovejoy@abc24.com.

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 5/28/2010

CLOSED:



Ad Placement CHECKLIST

Vacant Position: LSM
 Date Position Opened: 5/28/10



Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

Organization

	Check Source to use	Completed
EEO LETTERS (see list on back for list of org.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Eyewitness News Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NPTV Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
602 COMMUNICATIONS (Sandy Lizik [slizik602@gmail.com])*	N/C	
TVJobs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tennessee Broadcast Association (TAB)	N/C	
Broadcast Engineering Magazine** (Dahlstrom, Julie [Julie.Dahlstrom@penton.com])*	\$567/30	
CareerBuilder	\$419/30	
MediaRecruiter.com	\$199/30	
Memphis Jobs	\$299/30	
Monster.com	\$325/30	
National Association of Black Journalists (NABJ)	\$150/30	
National Association of Broadcasters (NAB)	\$250/30	
National Association of Hispanic Journalists (NAHJ)	\$100/30	
Spots N Dots	\$297/30	
Yahoo Hot Jobs	\$349/30	
TVTechnology.com (Jessica Striano [jstriano@nbmedia.com])*	\$2 per word/30	

*Need to email

**Cost may vary depending on the length of the ad.

 5/1/10
 Manager Signature Date
 4/15/10
 Business Manager Approval Date



June 1, 2010

Mr. Curtis Rodgers
Career Center
Christian Brothers University
650 E. Parkway South
Memphis, TN. 38104

Dear Mr. Rodgers:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-11



June 1, 2010

Ms. Denita Hedgeman
LeMoyne Owen College
Career Services Office
807 Walker Ave.
Memphis TN. 38126

Dear Ms. Hedgeman:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-21



June 1, 2010

Mr. David Chamberlain
Memphis Career Center
5368 Mendenhall Mall
Memphis, TN. 38115-4505

Dear Mr. Chamberlain:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

19-31



June 1, 2010

Brenda Williams
Southwest Tennessee Community College
5983 Macon Cove
Farris Building Rm. 2160
Memphis, TN. 38134

Dear Ms. Williams:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

19-41



June 1, 2010

Tonja Baymon
Employment & Training Manager
Memphis Urban League
413 N. Cleveland
Memphis, TN. 38104

Dear Ms. Baymon:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

19-51



June 1, 2010

Ms. Madeleine Taylor
NAACP
588 Vance Ave.
Memphis, TN. 38126

Dear Ms. Taylor:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-61



June 1, 2010

Ms. Joyce Reed
Tennessee Labor &
Workforce Development
1295 Poplar Ave.
Memphis, TN. 38104

Dear Ms. Reed:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-71



June 1, 2010

Ms. Alisha Rose Henderson
University of Memphis
Director of Career & Development
400 Wilder Tower
Memphis, TN. 38152

Dear Ms. Henderson:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-81



June 1, 2010

Mississippi State University
Career Center
P. O. Box P
Mississippi State, MS. 39762
Attn: Scott Maynard

Dear Mr. Maynard:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

19-91



June 1, 2010

S. B. Kyle
Operation PUSH
704 S Parkway E.
Memphis, TN. 38106

Dear Mr. Kyle:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

20-11



June 1, 2010

Sue Crawley
Mid-South Women's Connection
2750 Darlington Cove
Memphis, TN. 38118

Dear Ms. Crawley:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

Karen Wills
Karen Wills
Business Manager

Enclosure (1)

EOE

20-21



June 1, 2010

SRVS
3592 Knight Arnold
Memphis, TN. 38118
Attn: Donna Palmer – Director

Dear Ms. Palmer:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-71



June 1, 2010

Bridges, USA
477 N. Fifth Street
Memphis, TN. 38105
Attn: MaryAn Mercer
Business Development

Dear Ms. Mercer:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-81



June 1, 2010

Arkansas Department of Employment Security
Career Services Office
P. O. Box 1928
West Memphis, AR 72303
Attn: Yolanda Macklin

Dear Ms. Macklin:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

20-91



June 1, 2010

Kristie Johnson
UCP/Memphis Works
4189 Leroy
Memphis, TN. 38108

Dear Ms. Johnson:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

21-11



June 1, 2010

Memphis City Schools
Telecommunications Center
2485 Union Avenue
Memphis, TN. 38112
Attn: Evelyn McGuire

Dear Ms. McGuire:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

21-21



June 1, 2010

Tennessee Association of Broadcasters
2 International Plz. Dr.
Suite 507
Nashville, TN 37217-2087
Attn: Jill Green

Dear Ms. Green:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

21-31



June 1, 2010

Sheree Hudgins
University of Memphis
Department of Communication Arts
143 Theatre Comm. Building
Memphis, TN. 38152-3150

Dear Ms. Hudgins:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-41



June 1, 2010

Lane College
Cedric Deadmon
545 Lane Avenue
Jackson, TN. 38301

Dear Mr. Deadmon:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

21-51



June 1, 2010

Athens State College
Career Services
300 North Beaty Street
Athens, AL. 36511
Attn: Larry Keenum

Dear Mr. Keenum:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-61



June 1, 2010

Dr. Ralph Braseth
Student Media Center
University of Mississippi
201 Bishop
University, MS 38677

Dear Dr. Braseth:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

Karen Wills
Karen Wills
Business Manager

Enclosure (1)

EOE

21-71



June 1, 2010

Lisa Gooden
Career Services
University of Mississippi
303 Martindale Hall
University, MS 38677

Dear Ms. Gooden:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

21-81



June 1, 2010

Rust College
Wayne Fiddis
Mass Communication Center
150 Rust Avenue
Holly Springs, MS 38635

Dear Mr. Fiddis:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

21-91



June 1, 2010

University of Memphis
Herff College of Engineering
201 Engineering Adm. Building
Memphis, TN. 38152-3170
Attn: Shelia Moses

Dear Ms. Moses:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-11



June 1, 2010

Mississippi University for Women
Towanda Williams
Career Services
1100 College St.
W 1624
Columbus, MS 39701

Dear Ms. Williams:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-31



June 1, 2010

Northwest Community College
4975 Hwy. 51 N
Senatobia, MS 38635
Attn: Kristin Watson

Dear Ms. Watson:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-51



June 1, 2010

American Sportscasters Association
225 Broadway
New York, NY 10007
Attn: Pat Turturro

Dear Mr. Turturro:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills
Business Manager

Enclosure (1)

EOE

22-61



June 1, 2010

Jamie Palmer
Career Services
ITT Technical Institute
7260 Goodlett Farms Parkway
Cordova, TN 38016

Dear Ms. Palmer:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

Karen Wills
Karen Wills
Business Manager

Enclosure (1)

EOE

22-71



June 1, 2010

Remington College Memphis Campus
2710 Nonconnah Blvd.
Memphis, TN 38132
Attn: Angela Poole
Career Services Representative

Dear Ms. Poole:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-81



June 1, 2010

Rhodes College
2000 North Parkway
Memphis, TN 38112-1690
Attn: Amy Oakes
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Local Sales Manager

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

22-91



June 1, 2010

Felicia Lee
Tennessee Technology
550 Alabama
Memphis, TN. 38105

Dear Ms. Lee:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-41



June 1, 2010

Bobbi Oliver
Mississippi Dept. of Employment Security
P. O. Box 186
Southaven, MS 38671

Dear Bobbi Oliver:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

20-61



NEWPORT TELEVISION
WPTY/WLMT/WJKT

LOCAL SALES MANAGER

ABC 24/ CW 30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus. Send resume to:

Newport Television
Attn: Laura Lovejoy, Director of Sales
2701 Union Ave. Ext
Memphis, TN. 38112

Email: llovejoy@abc24.com.

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 5/28/2010

CLOSED: 06-11-2010



NEWPORT TELEVISION
WPTY/WLMT/WJKT

LOCAL SALES MANAGER

ABC 24/ CW 30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus. Send resume to:

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Email: llovejoy@abc24.com.

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 5/28/2010

CLOSED:



NEWPORT TELEVISION
WPTY/WLMT/WJKT

LOCAL SALES MANAGER

ABC 24/ CW 30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus. Send resume to:

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Attn: Laura Lovejoy, Director of Sales
2701 Union Ave. Ext
Memphis, TN. 38112

Email: llovejoy@abc24.com.

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 5/28/2010

CLOSED:



NEWPORT TELEVISION
WPTY/WLMT/WJKT

LOCAL SALES MANAGER

ABC 24/ CW 30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus. Send resume to:

Newport Television
Attn: Laura Lovejoy, Director of Sales
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Memphis, TN. 38112

Email: llovejoy@abc24.com.

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN: 5/28/2010

CLOSED:



Broadcast Employment Services



WPTY (ABC) Memphis, Tennessee

Position Local Sales Manager
Reference # TVJ#34129335
Type Television
Full / Part Full Time - Regular
Experience See Ad
Posted 6/2/2010
Closes 7/2/2010
Time Left 28 Days
DMA #50
Found In Sales - Local Sales Manager



Local Sales Manager

ABC24/CW30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus.

Send resume to:

Newport Television

Attn: Laura Lovejoy, Director of Sales
 2701 Union Ave. Ext
 Memphis, TN. 38112

Email: llovejoy@abc24.com

Please no phone calls



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period

Full Time -
Regular

Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave

Phone Calls
Agent Phone Calls

Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track

FAX Résumé
TVJobs.com E-Résumé

No

Degree Required
Contract Required

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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[[View other WPTY job listings](#)]

Contract Length

Special Requirements

Driver's License

Insurance

Good Driving Record

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Union Position

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work
in U.S. Required

Equal Opportunity
Employment Yes

EOE Data Form Yes

Local Sales Manager

Last Update: 6/01 6:06 pm

[Print Story](#) |

ABC24/CW30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. Must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development and performance evaluation. Experience in broadcast sales management required. Experience with VCI, One Domain, and Matrix a plus. Send resume to:

Newport Television
Attn: Laura Lovejoy, Director of Sales
2701 Union Ave. Ext
Memphis, TN. 38112

Email: llovejoy@abc24.com

Please no phone calls

Equal Opportunity Employer
A NEWPORT TELEVISION STATION

Local Sales Manager - Memphis, TN

Last Update: 4:41 pm

[Print Story](#) | [ShareThis](#)
LOCAL SALES MANAGER

ABC 24/ CW 30 Memphis is currently seeking an innovative Local Sales Manager with the overall goal of maximizing sales revenue. The successful candidate must be able to develop sales strategies and conceptualize unique opportunities in the market. This person will oversee local sales to include hiring, training, development, and performance evaluation. Experience in broadcast sales management is required, and experience with VCI, One Domain, and Matrix is a plus.

Send resume to:

Newport Television
Attn: Laura Lovejoy, Director of Sales
2701 Union Avenue Ext
Memphis, TN 38112

Email: llovejoy@abc24.com

NO PHONE CALLS PLEASE

Newport Television LLC is an Equal Opportunity Employer. It is the policy of Newport Television not to discriminate in its employment and personnel policies because of a person's sex, age, race, religion, color, marital status, sexual orientation, citizenship status for legal residents, disability or national or ethnic origin, or other protected class.



June 1, 2010

University of Arkansas
ADMN 222
Fayetteville, AR. 72701
Carol Jones – Coordinator Recruiting

Dear Ms. Jones:

The attached information describes the job opening for the following position:

Local Sales Manager

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (1)

EOE

22-41